



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

100 Lagoon Complex · Suite 4
St. Croix · U. S. Virgin Islands · 00840
Telephone (340) 772-4432 · Fax (340) 772-4002
www.vihfa.gov

INVITATION FOR BIDS

for

ESTATE ADVENTURE SINGLE FAMILY HOME CONSTRUCTION

IFB 003-2023-STX

Issue date:

May 18, 2023

Submittal deadline:

June 2, 2023

Contact person:

Afisha Hillocks

Procurement/Contract Officer

ahillocks@vihfa.gov

(340) 772-4432 ext. 3233

www.vihfa.gov/procurement/solicitation



Unlocking the Door to Affordable Housing

Invitation for Bids
IFB 003-2023-STX
Estate Adventure Single Family Home Construction

“CONFIDENTIAL BID SUBMISSION”

VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

IFB 003-2023-STX INVITATION FOR BIDS ESTATE ADVENTURE SINGLE FAMILY HOME CONSTRUCTION

1.0 PROJECT SUMMARY

The Virgin Islands Housing Finance Authority (“VIHFA”) is soliciting bids from qualified and licensed United States Virgin Islands’ (“USVI”) General Construction Contractors (“Respondent”) to construct one (1) turnkey affordable Single Family Home at plot #260 Estate Adventure in Frederiksted on St. Croix, USVI (see **Attachment A for the VIHFA Affordable Housing Development Guidelines**).

2.0 SCOPE OF WORK

Provide an all-inclusive bid for work as specified here-in and in accordance with the Architectural Drawings and Specifications, as per the Scope of Work. The selected Respondent is responsible for furnishing all labor, equipment, materials, and services necessary for the general types of work listed below.

Project Schedule: The selected Respondent shall provide a project schedule for milestone progress on the following items within ten (10) calendar days following the execution of contract:

- Start date and 100% completion date of the Single-Family Home Construction
- Completion date of each of the following: of the home:
 - Refurbish existing cistern, Footings, Foundation & Septic System. Electrical, Plumbing, Water Pump/Heater, Floor Slab, Bond Beam, Roof, 80% Completion (Finishes, Cabinets & Closets. Windows, Doors and Plastering) and Sewer connection and final grading/landscaping 100% Completion.

The project schedule shall be an overall schedule encompassing all aspects of the home construction and depicting each of the above referenced stages for the home.

The selected Respondent shall also be responsible for creating and maintaining a detailed written record of all delays incurred on the project. The selected Respondent shall share this information with the VIHFA's CM on a weekly basis.

Permits and Inspections: The VIHFA shall provide permit ready plans and the building and earth change permits to the selected Respondent.

The selected Respondent will be responsible for:

- obtaining the Electrical, Plumbing and any other required permits.
- obtaining the final Electrical and Occupancy Certificate from DPNR as well. The selected Respondent shall request all DPNR progress inspections in writing and gain said approvals in writing.

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- informing the VIHFA's Construction Manager ("CM") assigned to the project of all inspection requests in order to provide a minimum of forty-eight (48) hours for VIHFA's inspection. All said DPNR inspection approval documents shall be submitted to VIHFA's CM within five (5) business days.
 - In the event that DPNR fails an inspection, the failed inspection shall also be communicated in writing to the VIHFA's CM within forty-eight (48) hours.
 - Additionally, the selected Respondent shall coordinate with the VIHFA for any required progress inspections and final inspections.
- The selected Respondent shall also be responsible for obtaining the Sewer Connection permit required from the VI Waste Management Authority.
- The selected Respondent shall coordinate with the VIHFA for any required progress inspections and final inspections.

Plot clearing: Plot clearing work shall be limited to the area required to construct the unit, store materials and install septic lines to the existing sewer system. The selected Respondent shall be responsible for pre and post construction termite treatments and cistern water tests, prior to the VIHFA and the VIHFA's client accepting the home.

Materials and fixtures: The selected Respondent shall provide timely submittal, in writing, of the following items for review and approval:

- Windows & Doors
- Kitchen & Bathroom Cabinets & Countertops
 - Kitchen and bathroom cabinets and countertops must meet the minimum standards set forth by the Kitchen Cabinet Manufacturers Association (KCMA). For information in this regard visit: <http://www.kcma.org/certifications/ansi-kcma-standard>.
- Additionally, no pressed wood will be permitted in any of the cabinets and countertops (nor anywhere in the home). All cabinets installed shall be constructed of PVC material. (or plywood laminate)
- All kitchen cabinets shall include upper cabinets above the refrigerator location.
- All exposed surfaces must be waterproofed (interior and exterior of cabinets and countertops).
- All Plumbing & Electrical Fixtures
- Water Pump, Pressure Tank and Water Heater
- Bathtub, if Applicable
- and any other items specifically requested by VIHFA.
- Water Supply from WAPA Meter to Home Supply, if applicable: (water supplied by an existing cistern.

Water Supply: The selected Respondent shall be required to install, connect, and test a water supply line from the WAPA water meter to the home supply. As usual all work shall be completed in a good workmanlike manner and in accordance with all applicable building codes, WAPA requirements and industry standards. This work shall include a pressure reducing valve and water shutoff valves valve boxes and any other required items. (WAPA water not Available.)

Pressure Test on Water Supply Lines: The selected Respondent shall complete a pressure test on all water supply lines to ensure there are no leaks in any of the lines. The selected Respondent shall inform VIHFA's Construction Manager when each pressure test has been set up and provide sufficient time for inspection and monitoring.

Termite Treatment and Associated Warranty: The selected Respondent shall be required to perform a pre-slab termite treatment as well as a final perimeter treatment upon completion of the home construction. Further, the selected Respondent shall provide a five (5) year warranty for the termite treatment, commencing upon VIHFA and VIHFA's client accepting the home.

2.1 CONTACT INFORMATION

The selected Respondent shall provide contact information for the purpose of facilitating and maintaining regular communication with VIHFA. This contact information shall include a minimum of a reliable company phone number and email address. The said contact information shall be monitored regularly and used to facilitate an open line of communication with the VIHFA.

3.0 TERM

The VIHFA will contract for a period of **One Hundred Twenty (120) calendar days from the Notice to Proceed**. The VIHFA reserves the right to modify and/or terminate the contract if the successful Respondent fails to perform in a manner consistent with the terms of the contract. In addition, the VIHFA reserves the right to modify and/or terminate the contract if funding becomes unavailable.

The VIHFA shall also extend the completion date if there are delays caused by acts of God, unavoidable circumstances, or the negligence of the VIHFA or its agents or employees other than the selected Respondent. The extension shall equal the length of the delay by any of the above factors. However, there shall be no extensions to the completion date without the prior written consent from the VIHFA. The selected Respondent must submit the request for an extension of the completion date within three (3) calendar days of the event that caused the delay.

4.0 TERMINATION

Either party may terminate the parties' contract with or without cause with **thirty (30) calendar days** written notice to the other party before the effective date of such termination. The VIHFA may, by written notice, terminate the selected Respondent's services, in whole or in part, for failure of selected Respondent to perform its obligations under the parties' contract. In such event, the selected Respondent shall be liable for damages as authorized by law.

5.0 PAYMENT

The selected Respondent is responsible for preparation and submittal of an application for payment and invoice, based upon a mutually agreed Schedule of Values ("SOV").

After the notice to proceed is issued, the contract payment will consist of a mobilization, after which all subsequent payments will be based upon work in place.

Further, a 10% retainage will be withheld from each payment following the mobilization payment. The selected Respondent shall allow enough time for the VIHFA to review and process payment requests, which can take an average of four (4) weeks.

6.0 LIQUIDATED DAMAGES

Should the selected Respondent fail to complete the scope of work according to the terms of the contract, the selected Respondent agrees to pay to the VIHFA, as liquidated damages, **\$500.00** for each calendar day or portion thereof that the selected Respondent fails to commence or diligently perform the work in accordance with the contract documents and/or is in violation of the contract. The liquidated damages shall first be deducted from any contract monies due but not yet paid to the selected Respondent, to the extent available.

7.0 CONFLICT OF INTEREST

A Respondent submitting a bid hereby certifies that no officer, agent or employee of VIHFA has a pecuniary interest in this bid or has participated in contract negotiations on behalf of the VIHFA; that the bid is made in good faith without fraud, collusion, or connection of any kind with any other Respondent for the same Invitation for Bid ("IFB"); the Respondent is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

8.0 USE OF SUBCONTRACTORS

The VIHFA shall have a single Prime Contractor and that Prime Contractor shall be responsible for all deliverables specified in this IFB. This general requirement notwithstanding, Respondent may enter into subcontractor arrangements. However, Respondent shall acknowledge in its IFB package total responsibility for the entire contract. If the Respondent intends to subcontract for portions of the work, the Respondent shall identify in its package any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. The documentation required of the Prime Contractor is also required for any subcontractor. The Prime Contractor shall be the single point of contact for all subcontract work. Every subcontract shall incorporate and follow the terms of the contract between the Prime Contractor and the VIHFA. Unless provided for in the contract with the VIHFA, the Prime Contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the VIHFA.

The Prime Contractor shall be responsible for fulfillment of all terms of contract, timing, and payments to subcontractors regardless of funding provided by the VIHFA.

9.0 RESPONDENT'S RESPONSIBILITIES

- Bear all cost related to the preparation and submission of the bid package in response to this IFB solicitation.
- Provide a completed "Base Bid Sheet" with a price guaranteed for ninety (90) calendar days and provide the documentation as specified in this IFB solicitation.
- Be a duly licensed General Construction Contractor in the United States Virgin Islands and provide proof of a valid USVI business license.
- Pay all taxes and fees as required by the local and federal statutes.
- Maintain compliance with all permits issued for the project.

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- Obtain, maintain and provide a copy of current General Liability Insurance for Five Hundred Thousand (\$500,000.00) Dollars to cover any claims and damages occasioned by executing the scope of work.
- Complete the Scope of Work for the project within One Hundred twenty (120) calendar days, subject to liquidated damages in the amount of \$500.00 for each day after the scheduled completion date.
- Provide acceptable workmanship, according to “Industry Standards” for the Scope of Work.
- Submit timely approval to Construction Manager (“CM”), in writing, for items that needs review and approval.
- Submit timely to VIHFA’s CM, an Inspection Request form signed, “passed or failed”, and the “Inspected” sticker from Department of Planning & Natural Resources (“DPNR”) Building Permits office, before pouring any concrete or covering any electrical or plumbing work. This is contingent for payment to the selected Respondent.
- Fully guarantee all work under the Contract for a period of 12-month (365 calendar days) from the date of VIHFA’s final acceptance of the work. Remedy and repair any defects in materials or workmanship, without expense to the VIHFA, no later than fifteen (15) calendar days after receipt of a written notice of a defect and provide a one-year warranty on such repairs for each component installed.
- Provide a five (5) year warranty for the termite treatment, commencing upon VIHFA and VIHFA’s client accepting the home.
- Prepare and submit an application for payment and invoice, based upon a mutually agreed upon the SOV.

10.0 VIHFA’S RESPONSIBILITIES

- Provide the selected Respondent with an electronic copy of the Architectural Plans with specifications.
- Provide assistance, as necessary, in obtaining local permits and in dealing with governmental entities.
- Perform periodic inspections of progress to ensure compliance with the project drawings, specifications, expected workmanship quality and VIHFA’s policies and procedures.
- Hold weekly construction meetings and project site visits to maintain coordination of the construction work.
- Review all weekly status reports, draft and final project close out report prior to final acceptances of same.
- Review all invoices, process pay application packages, and ensure timely delivery of payments to the selected Respondent.

11.0 INVITATION FOR BID SCHEDULE

The following deadlines are associated with this IFB:

IFB SCHEDULE	DATE	TIME
IFB Issue date	May 18, 2023	
Pre-Bid Conference	May 24, 2023	10:00 AM
Site Tour	May 24, 2023	1:00 PM
Final date to submit written questions	May 26, 2023	
IFB Submittal Deadline	June 2, 2023	2:00 PM
IFB Bid Opening	June 2, 2023	3:00 PM

The VIHFA reserves the right to change the IFB Schedule by issuing an Addendum at any time.

12.0 ISSUING AND PROCURING OFFICE

This IFB is being issued for the VIHFA. All general correspondence and inquiries about the IFB should be submitted in writing and sent to:

Inquiries can be made by e-mail.

Email: ahillocks@vihfa.gov

Mark subject line for email "IFB 003-2023-STX"

From the issue date of this IFB until a determination is made regarding the selection of a successful Respondent, all contacts concerning this IFB must be made through the Procurement/Contract Officer. Any violation of this condition is cause for the VIHFA to reject the Respondent's package. The VIHFA will **not** be responsible for any oral information given by any employees.

Failure to ask questions, request changes or submit objections shall constitute the acceptance of all terms, conditions and requirements in this IFB. The issuance of a written addendum by the Procurement/Contract Officer is the **only** official method by which interpretation, clarification or additional information shall be given. If the VIHFA amends this IFB, the Procurement/Contract Officer will post such notices on its website, <https://www.vihfa.gov/procurement/solicitation>. After the question deadline, the Procurement/Contract Officer will post responses to the questions in the form of an Addendum. Respondents shall rely only on written statements issued through or by VIHFA's Procurement/Contract Officer.

The VIHFA will **not** be held responsible if any potential Respondent does not check the website on a regular basis for any addenda that may be issued. It is the responsibility of the potential Respondents to update all contact information, as necessary, to periodically check VIHFA's website for updates, and/or to contact the Procurement/Contract Officer to ensure the receipt of all addenda prior to the submittal of the bid package.

13.0 PRE-BID CONFERENCE and SITE TOUR

The VIHFA will conduct a virtual Pre-bid Conference at **10:00 a.m.** Atlantic Standard Time (“AST”) on **May 24, 2023**. Participants may join the meeting via Zoom at <https://us02web.zoom.us/j/86740309130>.

A Site Tour is also scheduled on **May 24, 2023**, at **1:00 p.m.** A VIHFA Construction Manager will meet all prospective Respondents at the project site.

It is highly recommended that prospective Respondents thoroughly review the requirements of the IFB prior to the Pre-Bid Conference. All prospective Respondents are urged to attend the Pre-Bid Conference and the Site Tour. Non-attendance on the part of a Respondent shall not relieve the prospective Respondent of any responsibility for adherence to any of the provisions of this bid package or any addenda thereto.

14.0 DELIVERY OF BID PACKAGE

All responses to this IFB are to be submitted no later than **2:00 p.m. AST** on **June 2, 2023**.

Bid Packages must be submitted via email: procurement@vihfa.gov

The email subject line must be clearly marked “**ADVENTURE**”. The VIHFA will not consider fax submission of a bid or email submissions received after the deadline and submissions submitted to the wrong email address.

Failure to clearly mark each bid package with this information may cause the VIHFA to inadvertently open the bid package before official closing date and time. The VIHFA will log all received bid packages with the date and time of receipt. Bids received after the deadline will be considered **LATE** and will **not** be opened or considered.

15.0 VIRTUAL BID OPENING

The VIHFA will conduct a virtual Bid Opening at **3:00 p.m. AST** on **June 2, 2023**. Participants may join the meeting via Zoom at <https://us02web.zoom.us/j/88649010113>.

16.0 FORMAT OF BID PACKAGE

Each Respondent must adhere to the requirements of this section relative to the bid package content and format in order to simplify the review process and facilitate the maximum degree of comparison. Respondents should ensure that the bid package closely follows the sequence and organizational outline described in this section. To be considered for award, the bid package shall meet the following requirements:

A. IFB Cover Letter - Complete Enclosure Document A.

B. Commitment Statement Letter – The Commitment Statement letter should be on the company’s letterhead with contact information and must be signed by an officer of the organization that is authorized to bind the company contractually to all the commitments made in its submittal. The letter shall also include a statement of understanding for the work to be done. It shall state that the company will be solely

responsible for all aspects of the engagement including any portion that may be performed by its subcontractor, if any. It should make a positive commitment to perform the work required as specified to industry standards of workmanship and in a professional manner. It should also state that the bid package will remain in effect for a period of ninety (90) calendar days from the submission deadline and thereafter, until the firm withdraws it, or a contract is approved and executed, or the procurement is canceled, whichever occurs first. Respondent shall also confirm that the company has not engaged in any unethical practices within the past five (5) years.

- C. Non-Collusive Affidavit** – Complete Enclosure Document B. The form must be notarized.
- D. Debarment Certification Form** – Complete Enclosure Document C. The form must be notarized.
- E. Corporate Document Checklist Form – Complete Enclosure Document D and submit the current USVI Business License.** For this section, Respondent must provide evidence that the company is currently licensed as a General Construction Contractor in the USVI.
- F. Respondent's Qualification Statement Form – Complete Enclosure Document E.** For the Reference Section of the form, the Respondent shall provide a minimum of three (3) non-VIHFA professional references for the most recent, relevant work comparable to the scope requested in this IFB who would be willing to discuss your company's competency and performance. If you currently have more than three (3) non-VIHFA references, a client listing with contact information should be provided as well. The VIHFA reserves the right to check references prior to award.
- G. Bid Sheet – Complete Enclosure Document F.** All bid pricing must be valid for ninety (90) calendar days from the submission deadline and thereafter until the company withdraws it, a contract is approved and executed, or the procurement is canceled, whichever occurs first.

17.0 REQUIRED DOCUMENTS

The successful Respondent shall be required to submit the following documents:

- H. Formation Documents** – The successful Respondent will be required to provide a copy of their Formation Documents within ten (10) business days of receiving a notice of selection.
- **Provide a copy of Formation Documents**
Corporations (Inc., Corp, Co., Corporation)
 - Copy of Trade Name Certificate (if applicable)
 - Copy of Articles of Incorporation & By Laws
 - Copy of Certificate of Resolution
 - Copy of Certificate of Good Standing

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Limited Liability Company (LLC)

- Copy of Trade Name Certificate (if applicable)
- Copy of Articles of Organization
- Copy of Operating Agreement (if applicable)
- Copy of Certificate of Good Standing

General Partnerships

- Copy of Trade Name Certificate (if applicable)
- Copy of Partnership Agreement (if applicable)
- Copy of current Certificate of Good Standing

Limited Partnerships (LP, LLP, LLLP)

- Copy of Trade Name Certificate (if applicable)
- Certificate of Limited Partnership or Statement of Qualification
- Copy of Certificate of Good Standing for LLP and LLLP

Sole Proprietorship

- Copy of Trade Name Certificate (if applicable)

I. Employer Identification Number (EIN) - The successful Respondent will be required to provide an official copy of their EIN within ten (10) business days of receiving a notice of selection.

J. General Liability Insurance – The successful Respondent will be required to obtain, maintain and provide proof that it has in place General Liability Insurance in an amount no less than Five Hundred Thousand (\$500,000.00) dollars within ten (10) business days of receiving a notice of selection. The Insurance policy shall name the VIHFA as Certificate Holder and an “Additional Insured”:

Virgin Islands Housing Finance Authority
100 Lagoon Complex, Suite 4
St. Croix, U. S. Virgin Islands 00840

K. Workers' Compensation Insurance/Certificate of Government Insurance Coverage – The successful Respondent will be required to obtain and have in place Workers' Compensation Insurance coverage within ten (10) business days of receiving a notice of selection.

Failure to provide the required documents within the stated time period may result in the bid being deemed non-responsive and immediately disqualified with no further consideration for potential award of the contract.

18.0 SELECTION PROCESS

The VIHFA's Evaluation Committee Panel is responsible for evaluating all Respondents' submittals. The Evaluation Committee Panel will consider Respondent's qualifications including, but not limited to the following criteria:

- Respondent is duly organized, validly existing, qualified, and licensed to conduct business in the United States Virgin Islands as a General Construction Contractor.

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- Lowest reasonable price, responsive, and responsible bid package.

19.0 TERMS AND CONDITIONS

This IFB is a request for the submission of bids but is not itself an offer and shall under no circumstances be construed as an offer.

VIHFA reserves the right to reject, without prejudice, any and all proposals submitted in response to this solicitation.

VIHFA reserves the right to modify or withdraw this request at any time.

VIHFA reserves the right to reject any or all companies, or to terminate the IFB process at any time, if deemed to be in its best interest.

VIHFA reserves the right not to award a contract pursuant to the IFB.

Further, bids submitted in response to this solicitation become the property of the VIHFA and the VIHFA may use any idea or concept in a submitted bid, regardless of whether that bid is selected for award.

ENCLOSURES

- | | |
|--------------------------------|--|
| 1. Enclosure Document A | IFB Cover Letter |
| 2. Enclosure Document B | Non-Collusive Affidavit |
| 3. Enclosure Document C | Debarment Certification Form |
| 4. Enclosure Document D | Corporate Document Checklist Form |
| 5. Enclosure Document E | Respondent's Qualification Statement Form |
| 6. Enclosure Document F | Bid Sheet |

ATTACHMENTS

- | | |
|------------------------|--|
| 1. Attachment 1 | VIHFA Affordable Housing Development Guidelines |
| 2. Attachment 2 | Architectural Drawings |

ENCLOSURE DOCUMENT A
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
IFB COVER LETTER

RESPONDENT

Name: _____

Address: _____

Tax Identification #: _____

RESPONDENT'S CONTACT PERSON

Name: _____

Title: _____

Telephone: _____

Email Address: _____

SCHEDULE OF ADDENDA

(I) or (We) acknowledge receipt of the Addenda to the IFB Package hereinafter named, for the project(s) included in this IFB and declare that (I) or (We) accept these Addenda and that every change is included in this bid package.

Addendum Number _____

Issue Date _____

Addendum Number _____

Issue Date _____

Addendum Number _____

Issue Date _____

Addendum Number _____

Issue Date _____

RESPONDENT'S AUTHORIZED REPRESENTATIVE

Name: _____

Title: _____

Signature: _____ Date: _____

ENCLOSURE DOCUMENT B
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
NON-COLLUSIVE AFFIDAVIT

_____, being first duly sworn, deposes and says:

That he/she is _____ (a partner or officer of the firm of, etc.) the party making the foregoing proposal/bid or proposal/bid cost, that such proposal/bid or proposal/bid cost is genuine and not collusive or sham; that said Respondent has not colluded, conspired, connived or agreed directly or indirectly, with any Respondent or person, to put in a sham proposal/bid cost or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion or communication or conference, with any person, to fix the proposal/bid cost of the affinity or of any other Respondent, or to fix any overhead, profit or cost element of said cost proposal/bid, or of that of any other Respondent, or to secure any advantage against the Virgin Islands Housing Finance Authority or any person interested in the proposed contract; and that all statements in said proposal/bid or cost proposal/bid are true.

Signature of Respondent

SUBSCRIBED AND SWORN TO before me

this _____ day of _____, 2023.

Notary Public

My commission expires: _____

(SEAL)

ENCLOSURE DOCUMENT C
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
DEBARMENT CERTIFICATION FORM

Certification Regarding Debarment, Suspension and Ineligibility

- (1) The Respondent certifies, by submission of this IFB solicitation, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal or local programs in the Territory or any Federal department or agency.
- (2) Signing this Certification without disclosing all pertinent information about a debarment or suspension shall result in rejection of the offer or cancellation of a contract. The VIHFA may also exercise any other remedy available by law.
- (3) Where the Respondent is unable to certify to any of the statements in this certification, such Respondent shall attach an explanation to this IFB solicitation.

Name and Title of Authorized Representative:

Signature

Date

SUBSCRIBED AND SWORN TO before me
this _____ day of _____, 2023.

Notary Public

My commission expires: _____

(SEAL)

ENCLOSURE DOCUMENT D
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
CORPORATE DOCUMENT CHECKLIST

Name of Respondent: _____

Contact Person: _____

Telephone Number: Office _____ Mobile _____

Email Address: _____

1. ____ Respondent Formation Documents

- | | |
|---|--|
| ____ Corporation | ____ Copy of Trade Name Certificate (if applicable)
____ Copy of Articles of Incorporation & By Laws
____ Copy of Certificate of Resolution
____ Certificate of Good Standing |
| ____ LLC | ____ Copy of Trade Name Certificate (if applicable)
____ Copy of Articles of Organization
____ Copy of Operating Agreement (if applicable)
____ Certificate of Good Standing |
| ____ General Partnership | ____ Copy of Trade Name Certificate (if applicable)
____ Copy of Partnership Agreement (if applicable)
____ Certificate of Good Standing |
| ____ L.P, LLP, LLLP
(for LLP and LLLP) | ____ Copy of Trade Name Certificate (if applicable)
____ Certificate of Limited Partnership or Statement of Qualification
____ Current Certificate of Good Standing |
| ____ Sole Proprietorship | ____ Copy of Trade Name Certificate (if applicable) |

2. ____ Current USVI business license Expiration date: ____/____/20____
Type of business license: _____

3. ____ Employer Identification Number (EIN): _____

4. ____ Insurance	____ Certificate of General Liability & Endorsement Expiration date: ____/____/20____ ____ Proof of Automobile Insurance Expiration date: ____/____/20____ ____ Certificate Professional Liability Expiration date: ____/____/20____
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5. ____ Workers Compensation Insurance Expiration date: ____/____/20____

ENCLOSURE DOCUMENT E
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
RESPONDENT'S QUALIFICATION STATEMENT

Name of License Holder: _____
Name of Company/DBA (if any): _____
Legal Status: (check one) ☐Corporation ☐LLC ☐Sole Proprietorship ☐Partnership
Business Location (office): _____
Mailing Address: _____
Telephone Number: _____ Fax Number: _____ Email: _____
Website address (if any): _____

Is the firm currently licensed to do business in the USVI? ☐Yes ☐No
Type of License(s): _____
Number of Years licensed to conduct business in the USVI _____
Will subcontractors be used to perform any portion of the work? ☐Yes ☐No If yes, please list the
name(s) of the proposed subcontractor(s): _____

Have you ever failed to complete a project, been fired, sued by one of your clients and/or found in
default of contract terms? ☐Yes ☐No If yes, explain on another sheet, what means were used to resolve
the issue and the Circumstances and the outcome.

Are there or have there been any; Claims, Arbitration, Judgments or Liens against you? ☐Yes ☐No
If yes, explain on another sheet, the circumstances and outcome.

List three non-VIHFA professional references that can be contacted for their input concerning your
abilities:

1) Client Name _____	Contact Number _____
2) Client Name _____	Contact Number _____
3) Client Name _____	Contact Number _____

List your current projects under contract (Project Title or Clients Name), Value (Contract Value) and
Percentage of Completion:

1) Client Name _____	Value _____	Percentage__
2) Client Name _____	Value_____	Percentage__
3) Client Name _____	Value_____	Percentage__

(If you have more contracts, please list on separate sheet)

Proposer shall certify that the above information is true and shall grant permission to the VIHFA to
contact the above-named person or otherwise verify the information provided.

Name and Title of Authorized Representative: _____

Signature:_____ Date: _____

ENCLOSURE DOCUMENT F
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
BASE BID SHEET

The undersigned Respondent proposes to furnish all labor, tools, materials, equipment, miscellaneous supplies and incur any other costs as may be required to perform the scope of work, subject to all the conditions as set forth in the project specifications.

		Labor	Material
1)	General Conditions		\$ _____
2)	Site Work	\$ _____	\$ _____
3)	Masonry	\$ _____	\$ _____
4)	Carpentry	\$ _____	\$ _____
5)	Plumbing	\$ _____	\$ _____
6)	Electrical	\$ _____	\$ _____
7)	Finishes	\$ _____	\$ _____
	Sub-Total	\$ _____	\$ _____

TOTAL BID AMOUNT \$ _____

PLEASE TYPE OR PRINT THEN SIGN AS INSTRUCTED BELOW

(TYPE OR PRINT) NAME OF COMPANY

(TYPE OR PRINT) NAME OF OWNER, PRESIDENT or CEO OF COMPANY BIDDING

DATE _____

(SIGNATURE) NAME OF OWNER, PRESIDENT or CEO OF COMPANY BIDDING

Submission of a bid indicates acceptance by the Respondent of all the conditions contained in this IFB.

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100 Lagoon Complex · Suite 4
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Telephone (340) 772-4432 · Fax (340) 772-4002
www.vihfa.gov

Afisha Hillocks
Procurement/Contract Officer
ahillocks@vihfa.gov
(340) 772-4432 ext.3233

 *Unlocking the Door to Affordable Housing*